



Living Life LOUD

Month 1 – Theme Call PRODUCTIVITY October 2015

1. ASKING _____.

When we talk about PRODUCTIVITY, we are always worried about _____.
_____. But that's the wrong question to be asking.

Rather than “How can I get more done?” we should be asking:

- _____?
- _____?
- _____?

To answer THOSE questions, you have to know what you are trying to accomplish – your goals. And your goals start with your _____.

FIGURE OUT WHAT YOU WANT!

2. DO THE TO-DO.

“Only about three percent of adults have clear, written goals. These people accomplish five and ten times as much as people of equal or better education and ability but who, for whatever reason, have never taken the time to write out exactly what they want.” – Brian Tracy

The biggest mistakes people make with to-do lists:

- Don't _____.
- _____.
- The _____ things.
- Writing down _____ instead of _____.
- Start at the _____
- Do stuff that _____.

Here's what to do instead:

3. ELIMINATE.

The _____ Rule.

Keys:

- _____
- _____
- _____
- _____
- _____

Ask yourself:

- Does this _____ ?
- Do I _____ ?
- Do I _____ ?

4. DELEGATE.

Ask yourself:

- _____
- _____
- _____
- _____

Remind yourself that there is _____

A YES TO ONE THING PRECLUDES ALL OTHER YESES!

5. EFFICIENCY-ATE.

We often _____ the amount of time it takes to handle a _____ task, and we _____ the amount of time it takes to tackle an _____ task.

Here are some tips:

- _____
- _____
- _____
- _____
- _____

RESOURCES

Values Assessments

Values Assessment: http://www.career-test.biz/values_assessment.htm

Another Values Assessment: http://www.mindtools.com/pages/article/newTED_85.htm

Other books on productivity:

[The Seven Habits of Highly Effective People by Stephen Covey](#)

[The ONE Thing: The Surprisingly Simple Truth Behind Extraordinary Results by Gary Keller](#)

[The Compound Effect by Darren Hardy](#)

TED Talks

Kelly McGonigal: How to make stress your friend (14:29)



Sheena Iyengar: How to make choosing easier - YouTube

www.youtube.com/watch?v=1pq5jnM1C-A